

Ministry of Education

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Ministère de l'Éducation

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2014: SB19

MEMORANDUM TO: Directors of Education

FROM: Joshua Paul
Director
Education Finance Branch

DATE: **August 19, 2014**

SUBJECT: **2014-15 Enrolment Registers and Instructions**

I am writing today to inform you that the Day School and Continuing Education Enrolment Register Instructions and the Course Lists for Grant Purposes for the 2014-15 school year are now available on the ministry website at <http://www.edu.gov.on.ca/eng/policyfunding/forms.html> and at the Financial Analysis and Accountability Branch website at <http://faab.edu.gov.on.ca/Enrolment.htm>. I encourage all staff, particularly school principals, responsible for enrolment reporting to review these documents in detail prior to the start of the school year.

Day School Register Instructions

The Day School Register Instructions have been updated to reflect policy and procedural changes, which include the following:

- Elimination of the half-time register as a result of the full implementation of Full Day Kindergarten and related changes made to the Ontario Regulation 75/14, "Calculation of Average Daily Enrolment for the 2014-2015 School Board Fiscal Year"
- Classification of grade 1 age appropriate JK/K students as full-time JK/K pupils on the enrolment register

The Day School Register Instructions have also been updated to clarify that the prolonged absence policy for an individual class is for funding purposes only.

Continuing Education Enrolment Registers and Instructions

The Continuing Education Enrolment Register Instructions have been updated to reflect policy and procedural changes, which include the following:

- Reporting in the Ontario School Information System (OnSIS) as part of the Enrolment Reporting Initiative (ERI)
- Collection of all Average Daily Enrolment (ADE) for the Literacy and Numeracy program on the Literacy and Numeracy register

Continuing Education Course Lists

The procedures for compiling and reporting Continuing Education and Independent Study Equivalent ADE for purposes of the 2014-15 Financial Statements have changed since the previous year. 2014-15 is a transition year for ERI phase one that requires boards to report data for credit courses in parallel through OnSIS and EFIS. As part of phase one of the ERI, school boards are required to submit student level data for credit courses to OnSIS, including day school independent study, summer school, adult credit courses taken for diploma purposes, and correspondence/self-study/e-learning. Boards should reconcile their OnSIS data with their data entered manually through the Education Finance Information System (EFIS).

School boards are still required to complete and submit to the ministry the Course Lists, using the appropriate ministry registers as the source for the data reported for funding purposes, since it is expected that there will be some errors in the OnSIS data submission.

The Course Lists must be submitted by September 18, 2015 in the Microsoft Excel format provided on our website. Boards that have technical difficulties concerning this submission should contact the Ministry staff below. Please submit your Course Lists by email to accountability.reports@ontario.ca.

The Finance Officer assigned to your board is available to assist you with any questions or concerns you may have about these policies and procedures. You may also contact Karen Connor at karen.connor@ontario.ca or Nicholas Grieco at nicholas.grieco@ontario.ca.

Thank you for your co-operation.

Original signed by

Joshua Paul

cc: Superintendents of Business and Finance